

# Travel Approval Form

Department: District Attorney

Event Name: Key Personnel - Victim Assistance  
Coordinator Conference

Location: Great Wolf Lodge - Grapevine

Event Dates: 11/5/2025 - 11/7/2025

Purpose:  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

**Name of Attendees:**

Melissa Garcia \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Court Decision:**  
This section to be completed by County Judge's Office



**10/14/2025**

**Required Documents Checklist:**

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

**Overnight Travel**

- Travel Approval Form
- Registration Information or Confirmation \$500.00
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form Great Wolf Lodge

**For Out of State Travel, please also include:**

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:

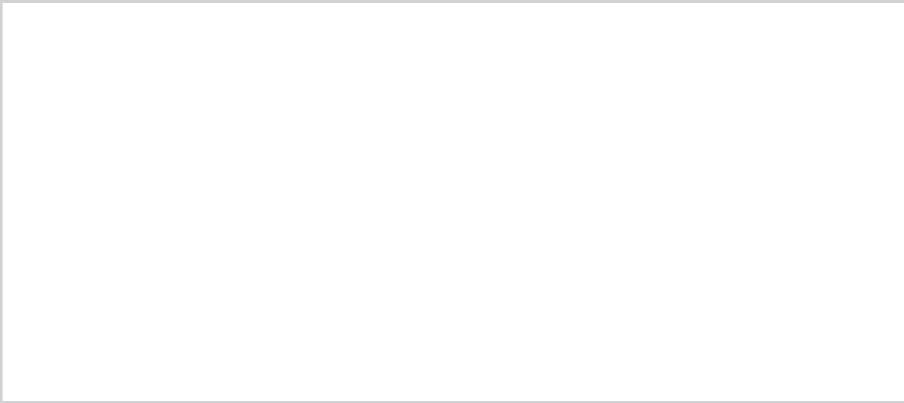
T D C A A

# Key Personnel- Victim Assistance Coordinator Conference

November 5-7, 2025  
Grapevine

**The host hotel: Great Wolf Lodge**  
**100 Great Wolf Dr., Grapevine, TX 76051**  
Call 800/693-9653 for reservations and mention code 2511KPVA to get the room rates of \$175 (plus tax); this rate is good until October 17 or the block is sold out, whichever comes first. This rate also includes wristbands to the indoor water park.

Key support personnel and victim assistance coordinators are essential members of a professional prosecutor's office. If you fill one of these vital roles, plan to attend TDCAA's KP-VAC Conference. Along with opportunities to network and collaboratively problem-solve, presentations have been selected by your peers to meet your needs. This year's training includes an informative look at crime victim's compensation, PIA procedures, and tools to avoid burnout, as well as a dive into TDCJ paperwork. Join us in Grapevine for three days of education, fun, and fellowship.



RETURN SERVICE REQUESTED

PRSR STD  
U.S. POSTAGE  
**PAID**  
AUSTIN, TEXAS  
PERMIT NO. 1557

Texas District & County Attorneys Association  
505 W. 12th St., Ste. 100  
Austin, TX 78701

# Key Personnel-Victim Assistance Coordinator Conference Agenda

## Wednesday, November 5

- 1:00 p.m. Welcome & KP–VS Board Introductions
- 1:30 p.m. A Crime Victim’s Experience  
*Jamie Felicia, Asst. District Attorney, Williamson County*
- 3:15 p.m. Mennonite Mayhem  
*Ashley Holman, Asst. Criminal District Attorney, & Mike Holley, CDA Investigator, Kaufman County*
- 5:00 p.m. Adjourn to Opening Reception  
(provided by TDCAA)

## Thursday, November 6

### Key Personnel Track

- 8:30 a.m. PIA Overview  
*Katie Owens & Hannah Bell, Asst. Criminal District Attorneys, Tarrant County*
- 9:45 a.m. Expunctions & Nondisclosures  
*Michelle Bork, CDA Paralegal, Kaufman County*
- 11:00 a.m. Protective Custody to Commitment  
*Jason Steans, Asst. County Attorney, & Janet Briery, CA Paralegal, Williamson County*
- Noon Hot Lunch (provided by TDCAA)
- 1:15 p.m. Board Elections
- 1:30 p.m. Required TDCJ Documentation  
*Timothy Fitzpatrick, Director, Classification & Records, Texas Department of Criminal Justice*
- 2:45 p.m. Trial Preparation  
*Nicole Griffin, Asst. Criminal District Attorney, Lubbock County*
- 4:00 p.m. Key Personnel Forum
- 5:00 p.m. Adjourn

### Victim Assistance Coordinator Track

- 8:30 a.m. Complex Victim Scenarios
- 9:45 a.m. Degrees of Recantation  
*Regina Brooks, VAC, Cherokee County*
- 11:00 a.m. Juvenile Victim Services  
*Wren Seabolt, VAC, Williamson County*
- Noon Hot Lunch (provided by TDCAA)
- 1:15 p.m. Board Elections
- 1:30 p.m. Crime Victims Compensation I  
*Emily Bogan, Training & Outreach Manager, Attorney General’s Office*
- 2:45 p.m. Crime Victims Compensation II  
*Emily Bogan, Training & Outreach Manager, Attorney General’s Office*
- 4:00 p.m. Key Personnel Forum
- 5:00 p.m. Adjourn

## Friday, November 7

- 9:00 a.m. Burnout  
*Mark Yarbrough, County & District Attorney, Lamb County (retired)*
- 10:45 a.m. Dual Roles: KP & VAC  
*Sara Bill, VAC, Aransas County, & Jalayne Robinson, LMSW, TDCAA Victim Services Director*

### Payment options:

- \$500 Registration** (\$250 Registration fee + \$250 Association fee): For CAs, DAs, CDAs, C&DAs, and their office personnel. The TDCAA fee of \$250 is each participant’s share of costs over and above what the grant allows (for example, excess costs of on-site meals and association overhead). In addition, this fee enables TDCAA to lock in discounted hotel rates for participants and entitles them to attend all association functions, including Wednesday’s reception and Thursday’s lunch.
- \$250 “Training Only” Registration:** For CAs, DAs, CDAs C&DAs and their office personnel. This fee does not allow an attendee to participate in receptions or lunches but entitles the attendee admittance to all training sessions.
- \$750 Registration:** For everyone else.

**Registration for this conference and other information is at [tdcaa.com](http://tdcaa.com).**

*This program is funded by a grant from the Texas Court of Criminal Appeals and by the Texas District and County Attorneys Association.*